

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on February 20, 2020 at 5:15 p.m. at the Brown County East Branch Library, 2255 Main Street, Green Bay

PRESENT: JOHN VAN DYCK, BRIAN ANDERSON, ANNETTE AUBINGER, MARISSA MELI, KATHY PLETCHER, DAVID RUNNING, and JAYME SELLEN

EXCUSED: HECTOR RODRIGUEZ and JOHN VANDER LEEST

ALSO PRESENT: Sarah Sugden, Linda Chosa, Sue Lagerman, Emily Rogers, Curt Beyler, and Jenn Koetz (staff).

CALL TO ORDER Personnel Officer Pletcher called the meeting to order at 5:15 p.m. President Van Dyck joined the meeting at 5:20 pm resumed presiding over the meeting.

APPROVE/MODIFY AGENDA AND MINUTES No changes to the agenda and it stands approved. Aubinger asked for two slight changes for clarifications in the minutes. **Motion** by Anderson, seconded by Running, to approve the minutes as updated. **Motion carried.**

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC Jenn Koetz, Bookmobile Operator, was introduced. The Bookmobile was open for a tour prior to the meeting. Koetz showed a PowerPoint presentation that gave an overview of the Bookmobile. It facilitates community stops and special events. In 2019, over 10,000 people received service through stops and deposit collections. The Bookmobile operates just like a physical library. The Bookmobile visits three communities on a monthly basis – Morrison, Dyckesville, and Hollandtown. A stop in Ledgeview is being negotiated to begin this spring. The Bookmobile also attends special events like the Holiday Parade, schools, festivals, and more. The nine deposit collections serve senior housing facilities. Many of these locations were former Bookmobile stops. The books in deposit collections are withdrawn books so they do not check out but their usage is tracked. Van Dyck asked about attendance at Morrison. Koetz replied that it varies between 12 and 20 people and in the summer, attendance averages between 20-30 people. Since the Bookmobile is aging out and there is a struggle to find locations in rural locations for physical locations, Van Dyck wonders if a Bookmobile/community building partnership could be a good solution. It could be a good use of a village hall, for example, to offer library programming. The Bookmobile also visits schools. Running complimented Koetz' customer service. Anderson noted the achievements of the Bookmobile and commended Koetz for her work. Beyler noted that the bus is getting closer to the end of life. Sugden commented that grant opportunities would be more viable for collaborative efforts than repairs and operations. There could also be opportunities for naming rights.

President Van Dyck altered the agenda – moving item 10 to follow item 3.

ANNUAL ELECTION OF OFFICERS

President Van Dyck called for nominations for President. Pletcher nominated Van Dyck who accepted the nomination. Additional nominations were called for three times. No other nominations were brought to the floor. **Motion** by Anderson, seconded by Running, to close the floor and cast a unanimous ballot. **Motion carried unanimously.**

Vice President Van Dyck called for nominations for Vice President. Pletcher nominated Anderson who accepted the nomination. Additional nominations were called for three times. No other nominations were brought to the floor. **Motion** by Pletcher, seconded by Running, to close the floor and cast unanimous ballot. **Motion carried unanimously.**

Personnel Van Dyck called for nominations for Personnel Officer. Running nominated Pletcher who accepted the nomination. Additional nominations were called for three times. No other nominations were brought to the floor. **Motion** by Meli, seconded by Sellen, to close the floor and cast unanimous ballot. **Motion carried unanimously.**

Facilities Van Dyck called for nominations for Facilities Officer. Pletcher nominated Aubinger who accepted the nomination. Additional nominations were called for three times. No other nominations were brought to the floor. **Motion** by Pletcher, seconded by Anderson, to close the floor and cast unanimous ballot. **Motion carried unanimously.**

LIBRARY BUSINESS

FINANCIAL MANAGER UPDATE

FINANCIAL, AND GIFTS, GRANTS, AND DONATION REPORTS

January and February financials will be available next month. As well as 2019 year-end.

**Brown County Library
Gifts, Grants & Donations Report
January 2020**

Gifts & Donations

01/16/20	S Sawyer	\$ 100.00	SW Programming
01/16/20	R. & K. Pety	100.00	Kress General
01/22/20	S Bear	50.00	Memorial B. Lindner
01/22/20	Friends of Brown County	4,725.00	Reindeer Cheer, Constant Contact
01/29/20	A. Virlee	50.00	East, Ct. books
01/29/20	Coco's Urban Cottage	96.67	General
01/31/20			
Total		\$ 5,121.67	

Donation Box

		Month	YTD
01/01/20	Ashwaubenon	\$ -	\$ -
01/01/20	Bookmobile	-	-
01/01/20	Central Children's	-	-
01/01/20	East	-	-
01/01/20	Denmark	-	-
01/01/20	Kress	-	-
01/01/20	Pulaski	\$ 8.40	\$ 8.40
01/01/20	Southwest	-	-
01/01/20	Weyers/Hilliard	-	-
01/01/20	Wrightstown	-	-
Total		\$ 8.40	\$ 8.40

Federal & State Grants

\$ -
Total \$ -

UPDATE ON STATE DEBT COLLECTION PROCESS Contracts with SDC and Lexus Nexus are both complete. A batch of return files from collection (over 1000 accounts totaling over \$383,000) will be sent once the hard drive is installed by DoTS. Over 1000 accounts.

FACILITIES UPDATE Beyler reported that new security cameras were installed at Ashwaubenon. Other cameras will be installed at Southwest, East, Wrightstown, and Pulaski. Implementing Computer Maintenance Management System, a work order tracking system will be implemented. For an annual cost of \$700, the system will track all staff-submitted work order, preventive maintenance, assets, and more. The lock hardware on the public doors at the Central Library were updated. Doors will lock by a simple push of a button through one control panel. This will save staff time and improve security. The payback period is about 8 years. Beyler would like to re-lamp Central public areas. The payback on this project is fast - .8 years for a \$7000 investment. Bubblers at Kress, Weyers-Hilliard, Southwest, and Central (second floor) are being replaced with a bottle-filling drinking fountain. Three of the four were funded by the Friends of the Library. The stained ceiling tiles at the East Branch are the result of roof leaks. The restrooms are in poor condition.

PERSONNEL UPDATE Rogers reported four staff are traveling to the Public Library Association conference next week; plans are being finalized for staff development day on March 6; Senechal and Rogers met with Carla Buboltz, the Wrightstown Schools' Superintendent regarding outreach opportunities in Wrightstown. Buboltz suggested outreach to the area's Hispanic community, senior center; and a more robust collaboration with the schools.

Hiring update: four new staff – Circulation Associate; Southwest Library Associate (LTE); Circulation Clerk; and Southwest Clerk (LTE). Clerks are being recruited for Southwest and East, a Kress Library Associate, and a Pulaski Library Associate (LTE). Interviews for the Youth Services Manager just wrapped up. Interviews for a mailroom clerk are being scheduled to fill the position of Becky Armer who just retired.

COMMUNICATIONS/PROGRAMMING UPDATE Lagerman reported that the Denmark Connects (reducing social isolation among seniors in rural areas) project, a cohort of Curative Connections, Options for Independent Living, BC Library, Neighborhood Partners/Goodwill, was approved for \$180,000.00 by the Helen Daniels Bader Philanthropies Fund. Meetings are scheduled to get the planning for this grant are underway.

The 10-week Genealogy 101 series is five weeks in. Guest presenters/experts are sharing information about German, Dutch, Irish, and French-Canadian research in the bonus programs each week.

The fourth annual Stacks & Steeples original music series has two concerts remaining. Tom Sharpe a composer and performer from Manheim Steamroller performs at 1:00 on Sunday, February 23. The Friends of the Library fund this series.

The Friends are also funding the opening reception for the Wisconsin Library Association conference on Tuesday, October 27 at the Central Library.

The Friends were one of the non-profits chosen to be a recipient of Give Big Green Bay. givebiggreenbay.org list all the organizations and monies raised.

Sugden accompanied Karin Adams (East Branch) and Amanda Young (Weyers-Hilliard Branch) to Madison to accept the Governor's Financial Literacy Award. Sugden shared the award at the County Board meeting and with the Library Board. This is the second Financial Literacy Award the library has been awarded.

The Central Library has been the destination for over 300 students (4K – 5th grade) the last couple of days who have visited for library tours, a program and checkout.

PRESENTATION AND APPROVAL OF 2019 ANNUAL REPORT Chosa reviewed the report with the Board and pointed out that some numbers are still not received – total operating expenditures and electronic retrievals. It was noted that the total of audiobook, eBook and eVideo checkouts has increased by 28,000 uses. Programs are being counted differently this year. Out of county usage went up by 2500 loans. This will result in an increase in billing by \$23,000 for 2021 budget. The largest increase came from Oconto County (residents in Abrams and Little Suamico using the Weyers-Hilliard, Pulaski and Central libraries). The second largest increase came from Kewaunee County (residents in Luxemburg and Lincoln using the East and Central libraries). Van Dyck asked if there was a way to negotiate with other counties to cultivate positive relationships - forego cross county chargebacks and enter into some kind of agreement that is equitable. Reimbursement is only 70% of amount owed. Think about quality services received by out-of-county residents—attending programs, computer use, etc., that are not billed. It was agreed that this idea is worth exploring. Sugden commented that the statistic, uses of public wireless internet, is not recorded and DoTS has been contacted and asked for those number since they are important to have.

Motion by Meli, seconded by Running, to approve the 2019 annual report as presented and to authorize Financial Manager to update the amounts for total operating expenditures (#6) and electronic retrievals (#9a and 9d) and make any final adjustments; and authorize the Board president to sign when final. **Motion carried.**

NICOLET FEDERATED LIBRARY SYSTEM

APPROVE 2019 COLLECTION DEVELOPMENT GRANT EVALUATION REPORT **Motion** by Sellen, seconded by Anderson, to approve the 2019 Collection Development Grant Evaluation Report – Children’s Early Learning Materials. **Motion carried.**

APPROVE 2020 COLLECTION DEVELOPMENT GRANT APPLICATION **Motion** by Pletcher, seconded by Anderson, to approve the 2020 Collection Development Grant Application in the amount of \$26,250 for Personal Development and Wellness materials in the adult non-fiction collection. **Motion carried.**

DISCUSSION AND POSSIBLE ACTION REGARDING TABLE OF ORGANIZATION CHANGE Sugden discussed the change. The library has long been without a Cataloging and Systems Support Librarian resulting in weaknesses in the catalog records – diminished quality of records as well as a lack of professional appearance. This is an important position in libraries. If the library ever wanted to merge with another system, the records would have to be overhauled. The proposed TO change eliminates the Cataloging and Archives Librarian position and a part-time Cataloging Associate position and creates the Cataloging & Systems Support Librarian and a Technical Services & Local History, Genealogy and Special Collections Clerk. A meeting was held with the Personnel Committee and Administration feels confident in recommendation. Pletcher thinks it is a good idea and was surprised that there was not a professional cataloger. She commented that this is a good direction to go and is a higher priority than the archives position. Aubinger asked about Local History element. The Local History manager understands the importance of the cataloging position. The staffing assessment has been helpful in figuring out priorities. Cataloging is much like quality control of the library’s materials collection. Running commended Sugden and Rogers on their work creating this TO change. Meli asked if this involved a termination. Sugden replied that the positions are too different to transition the person in the archives role and there is not another position to move him. He has been very professional in accepting this change. Sugden commented that the library is doing as much as possible to support him. County HR also works with staff to look for a fit elsewhere in the county. Meli asked is there could be any potential claims. Rogers replied that there is not an opportunity to grieve this decision. Anderson is shocked that the library does not have a cataloging librarian, as it is such a critical and important position. Meli appreciated Sugden’s sensitivity in handling this.

Motion by Running, seconded by Anderson, to approve the Table of Organization change deleting the Cataloging & Archives Librarian Cataloging to create a Cataloging & Systems Support Librarian with an annual net budget impact of (\$3930) as presented.

Motion carried. **Motion** by Anderson, seconded by Pletcher, to approve the Table of Organization change deleting the part-time Cataloging Associate to create a Technical Services and LHGSC Clerk with annual net budget impact of \$8,977 as presented. **Motion carried.**

UPDATE ON PROPOSAL FROM HGA Sugden distributed a revised proposal from HGA that removes the Pulaski element. The architect understands the plan is for two regional branches but will have different focuses. This document is just an outline for work going forward. A meeting will be scheduled with the B.C.L. Foundation board to request funding for this body of work and all it entails. Discussion and review of a naming rights schedule/policy will be added to the March agenda.

UPDATE ON SITES FOR ASHWAUBENON BRANCH Sugden, Aubinger and Anderson met with Village President, Manager, Community Development and Attorney. The Village prefers a site west of Oneida and felt strongly about having a library in the current area

where it can serve and support school kids and families. It will be beneficial to survey the community and get specific information. Five properties were discussed.

PRESIDENT'S REPORT No report.

LIBRARY DIRECTOR'S REPORT In addition to the written report, Sugden mentioned the staff time assessment data will continue to be analyzed, now through May. Administration will work with Management to create models of staffing. Information and models will be shared in mid-September at an all-staff development day. Regular updates will be share with the Library Board. Services and hours will be examined responsibly and strategically, knowing that resources are be used wisely. Information will shared publicly in November with the intent of having new models in place effective 2021. Sugden is delighted with the Safety Officer position. She is now a member of GBPD's Housing Outreach Team and is thinking broadly about the health of the community. Regarding the use of library facilities by political candidates, the library is acting consistently and fairly and the library policy is solid. A complaint was received by a candidate who complained about an incumbent using a meeting room as a listening session. From the library's perspective, the library is acting in a responsible way.

OTHER BUSINESS None.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW None.

ADJOURNMENT Motion by Anderson, seconded by Pletcher, to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 7:55 pm.

NEXT REGULAR MEETING:

March 19, 2020

5:15 p.m.

**Denmark Branch Library
(Second floor Denmark High School)
450 N. Wall Street, Denmark**

Respectfully submitted,

Sue Lagerman
Recording Secretary